

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: CONTRACT SPECIALIST

LOCATION: SACRAMENTO, CA

JOB REQUISITION: 2891

OVERVIEW

Reporting to the Supervising Contract Specialist in Sacramento, the Contract Specialist will be responsible for reviewing and developing contracts, contract templates, solicitation documents, procurement negotiations, providing training to court staff, and establishing workflows of procurement functions that meet each courts needs.

RESPONSIBILITIES

- Develop and prepare Request for Quotes (RFQ), Request for Proposals (RFP), Requests for Information (RFI), and complicated bid documents; providing training to court staff in evaluation techniques for solicitation documents;
- Facilitate the solicitation process, including evaluation and contract award;
- Review trial court procurement contracts, develop and prepare contracts and contract templates; provide assistance and training to court staff in preparation and negotiation of procurement contracts.;
- Draft and award trial court solicitation documents in compliance with Trial Court Financial Policies and Procedures;
- Support the trial court procurement module of the trial court's financial system, including court implementation processes and review and release of trial court purchase order documents;
- Establish workflows of purchasing and procurement functions;
- Serve as a resource to the trial courts on procurement, contract, and procedural issues;
- Interact with vendors regarding procurement / contract issues;
- Develop strategies to resolve potential procurement and contract problems, including managing procurement process and contracts effectively to meet organizational goals and objectives;
- Gather and report statistical information on contracting and procurement for the trial courts;
- Lead contract negotiations as may be required; and
- Conduct training seminars for the trial courts regarding the court's financial system, Trial Court Financial Policies and Procedures, procurement processes, and contracting procedures.

QUALIFICATIONS

Equivalent to a Bachelor's degree from a recognized college or university with major course work in business administration or a closely related field and three years of professional purchasing experience which includes the drafting of contracts and complex bid documents.

Additional qualifying experience may be substituted for education on a year-for-year basis.

DESIRABLE QUALIFICATIONS

Demonstrated experience in contract negotiation, administration, and termination techniques and application of applicable laws, regulations and rules. Experience in conducting price/cost analyses, bid process, purchasing, receiving, and procedures for conducting product research. Ability to set priorities, meet critical deadlines, and summarize purchasing information. Experience with Microsoft Word, Excel, SAP Financial Systems and knowledge of the Uniform Commercial Code is desirable.

Ability to effectively communicate and develop relationships with a diverse customer base in an intricate environment.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by immediately, however this position will remain open until filled. To complete an online application, please visit our Website at www.courtinfo.ca.gov/careers and search for Job Req-2891, Contract Specialist. This position requires the submission of our official application and response to supplemental questions.

OR

To obtain a printed application, please download a copy from our website under the Special Access and Application Help section OR visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY & BENEFITS

SALARY RANGE: \$5,228 -\$6,354

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**Supplemental Questionnaire
Contract Specialist (Req-2891)**

The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications.

Your answers to all of the questions should be no longer than two pages in total. In each of your responses, please indicate for which employer you performed these functions.

1) Briefly describe the scope and extent of your contract/procurement experience as it relates to your current position and/or the position where the majority of your contracting/procurement experience lies.

2) Briefly describe the scope and extent of your experience with vendor management and vendor negotiations.

3) Briefly describe the scope and extent of your contract/procurement drafting and interpretation experience as it relates to your current position and/or the position where the majority of your contract/procurement experience lies.